

# Portreath Parish Council Budget and Precept Recommendation for the year 2024/25

## Background

This document looks the budget and forecast expenditure for the year 23/24. Also included are the figures for the forecast income for the year 2024/25, including a recommendation for setting the budget and precept for the year 2024/25.

## Public Consultation:

Consideration of the draft budget was included on the agenda for discussion at the November Full Meeting of Portreath Parish Council. Members of Portreath Parish Council actively encouraged parishioners to be involved with the budget setting process by holding a budgeting workshop and offering the opportunity for members of the public to contact the council to share their views on the budget setting process. The Budgeting workshop was held on Wednesday 22<sup>nd</sup> November, from 10 am-11am at the Jubilee Room, Portreath.

Councillors asked the following questions:

- Which 5 areas should the Portreath Parish Council direct its spending in 2024/25
- Should Portreath Parish Council Increase its Precept in 2024/25
- If Portreath Parish Council increases its spending in 2024/25 which areas should see a increase in budget allocation?
- If Portreath Parish Council cuts it spending in 2024/25 which areas should see a reduction in budget allocation?
- Do you have any specific projects that you would like to see Portreath consider for the year 2024/25, or projects that councilors may consider in the longer term?

<b>Community Engagement Log</b>	<b>Date/Evidence</b>
Draft budget included for discussion at full council Meeting November 2023 <a href="#">PPC AGENDA 06.11.23</a>	November meeting of Portreath Parish Council. 27 Members of the Public Present <a href="#">Approved Minutes 06/11/23</a> <a href="#">PPC Meeting Support Documents</a> 02/11/23 Full Facebook Post <a href="#">Facebook post 02/11/23</a>
Announcement of budgeting workshop, agreeing of format, date, venue, advertising: <a href="#">PPC AGENDA 06.11.23</a>	November meeting of Portreath Parish Council. 27 Members of the Public Present <a href="#">Approved Minutes 06/11/23</a>
Posters placed in parish Notice Boards	14/11/23
Advertising on Parish Council website	14/11/23 <a href="#">2024/25 Budgeting Workshop-PPC website</a>
Advertised on social media	14/22/23 Full Facebook post <a href="#">14/11 Facebook post</a> 20/11/23 Full Facebook post <a href="#">20/11 Facebook post</a> 21/11/23 Full Facebook post <a href="#">21/11 Facebook post</a> 21/11/23 Facebook Story <a href="#">Facebook Stories 21/11/23</a>
Budgeting Workshop – Community engagement Event, 22 <sup>nd</sup> November 10- 11am. Jubilee Room, Portreath	Attended by: Cllrs. J Tull, Goodwin, Stewart, Webb, L Jose Clerk to the council & RFO Members of public Present: <b>0</b>
Feedback invited from those who could not attend the workshop	Received: <b>0</b>
Draft budget included on agenda for debate at full council meeting 04/12/23	Published 27/11/23 <a href="#">Agenda 04/12/23</a> <b>LINK TO MINUTES TO BE INSERTED HERE ONCE APPROVED</b>
Full Council December Meeting advertised on Facebook 29/11/23	29/11/23 Full Facebook Post <a href="#">Facebook Post 29/11/23</a>
Draft Budget published on website 29/11/23	Published 29/11/23 <a href="#">Draft Budget and Precept Recommendation 29/11/23</a>

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## Budget Breakdown

### **Toilets:**

There has been significant maintenance required for the public toilets in 23/24. The cost of managing the toilets has increased on the budget due to an error with the tender for the year. Money should be set in the 24/25 budget for repairing the individual cubicles. **Recommendation £33330.00.**

**Parish Maintenance:** Now includes the Footpaths and WAAF site. The rise in RPI in line with the contracts for maintenance and litter picking should be considered, along with risk assessment actions. Maintenance & running expenses of the new office and community hub for the period Jan – Mar 25 should be included in this budget. **Recommendation £11215.00.**

**Administration:** Consideration should be made for the general rise in costs. Thought should also be given to the lifespan of the Clerks printer; purchased in 2018 councillors should bear in mind that the general lifespan for such equipment is 3 years. The meeting venue now used is chargeable. Additional budget should be allocated for an accounting package, the Clerk to attend the annual SLCC conference, Microsoft subscription, hosting of the NDP website, and business rates for the former toilets/new office community hub. **Recommendation £ 7936.00.**

**Staffing:** Staffing costs will increase in line with the contracts of the paid staff and in line with the NJC salary scale agreement. Allocation should also be made for employing an assistant to the clerk Jan – Mar 24. **Recommendation £27190.00**

**Community Engagement and Events:** £1000 for the Remembrance Service, £250.00 for Community events. £1000.00 Youth Engagement, £1000 Warm Spaces **Recommendation £3250.00.**

**Section 137:** £250 for donations. £750.00 allocation to for the Remembrance Service. £500.00 allocation for small grants. There have been no requests for large grants for the year 24/25. A significant effort should be made to promote the grant funding available from this council for community groups and organisations. **Recommendation £1500.00 plus an additional (£500 Emergency Grants Reserve)**

### **Projects:**

For consideration:

- Former Toilets
- Risk Assessments
- Signage
- IT Support
- Biodiversity Duty
- Lighthouse Hill Acquisition

Recommendation:

- £15,000.00 Former Toilets (should the project for the parish office not come to fruition the building should either be demolished or made safe.
- £500 Risk Assessment – One off actions from newly created risk assessments.
- £500 To support the Portreath Parish Council Climate Action Working Group
- £500 Biodiversity Duty, for the councils first considerations
- £2000.00 Lighthouse Hill Acquisition

**Recommended Budget for Projects: £185000.00**

### **Reserves:**

Consideration should be given to allocation ear marked reserves in the following areas:

- **Election** – to cover expenditure should an election be required: **£5461.00**
- **Emergency Grants** – To cover emergency applications: **£500.00**

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- **Staffing** - to cover contractual obligations should staff be absent from work due to sickness and employment of additional support staff where required: **£6800.00**
- **Future Projects** – Building reserves for future projects: **£10,000.00**
- **Operational reserve**, minimum of 3 months running costs of the council up to 12 months for a small council (minimum of 25% of the operational budget (before including Projects and reserves) as recommended by the JPAG practitioners Guide.) **Recommendation: £24,623.00 (3.5 months of the council’s operational budget.)**

Area	23/24 Budget	23/24 Forecast Expenditure	Recommended Budget 24/25	
Toilets	£ 29,000.00	£ 31,820.00	£ 33,330.00	
Parish Maintenance	£ 10,600.00	£ 9,455.00	£ 11,215.00	
Admin	£ 6,600.00	£ 5,586.00	£ 7,936.00	Operational Budget
Staffing	£ 22,500.48	£ 22,741.56	£ 27,190.00	
Community Engagement	£ 5,500.00	£ 5,322.00	£ 3,250.00	
S 137	£ 2,300.00	£ 2,300.00	£ 1,500.00	
<b>Total</b>	<b>£ 76,500.48</b>	<b>£ 77,224.56</b>	<b>£ 84,421.00</b>	
<b>Projects</b>	<b>£ 3,500.00</b>	<b>£ 11,250.00</b>	<b>£ 18,500.00</b>	Projects
<b>Total</b>	<b>£ 80,000.48</b>	<b>£ 88,474.56</b>	<b>£ 102,921.00</b>	
<b>Reserves</b>				
Election Reserve	£ 3,000.00		£ 5,461.00	Reserves
Emergency Grant	£ 2,000.00		£ 500.00	
Staffing Reserve	£ 5,000.00		£ 6,800.00	
Operational Reserve	£ 25,000.00		£ 24,623.00	
Future Projects Fund	£ 10,000.00		£ 10,000.00	
CIL			£ 3,313.00	
<b>TOTAL BUDGET</b>	<b>£125,000.48</b>		<b>£ 153,618.00</b>	

## Budget Recommendation

It is recommended that for this Council to continue to run and enable the projects planned to be delivered a budget of £153618.00 would be required.

## Balance Carried Forward

It is anticipated that the balance of the accounts carried into the year 23/24 based on the forecast spend outlined above will be £ 60,000.00

## Predicted Income

There is no confirmed figure for the CTS grant to date Any donations received in the past must not be relied upon being replicated in the current financial climate.

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## Precept Increase Considerations:

The below chart gives an indication of the effect the increase will have on the average council taxpayer. The Council tax base has increased since setting of the 23/24 budget meaning there are more (Band D equivalent) council tax paying properties in the parish, sharing the cost of the precept.

	comparison of potential precept amounts for 24/25									
	21/22	22/23	23/24	24/25	24/25	24/25	24/25	24/25	24/25	
<b>Precept</b>	£65,000.00	73,093.00	80,000.00	£80,000.00	£90,000.00	£93,618.00	£95,000.00	£100,000.00	£118,618.00	
<b>Over all Increase on previous year</b>	30.00%	12.45%	9.45%	0.00%	12.50%	17.02%	18.75%	25.00%	48.27%	
<b>No of Band D equivalent Properties *</b>	595.35	599.7	606.44	622.75	622.75	622.75	622.75	622.75	622.75	*Based on 99.1% Collection Rate
<b>Precept per annum</b>	£109.18	£121.88	£131.92	£128.46	£144.52	£150.33	£152.55	£160.58	£190.47	* per Band D Property
<b>Precept per month</b>	£9.10	£10.16	£10.99	£10.70	£12.04	£12.53	£12.71	£13.38	£15.87	* per Band D Property
<b>Precept per week</b>	£2.10	£2.34	£2.54	£2.47	£2.78	£2.89	£2.93	£3.08	£3.66	* per Band D Property
<b>% Increase</b>	36.24%	11.42%	8.23%	-2.62%	9.55%	13.96%	15.64%	21.75%	44.38%	* per Band D Property

## Precept Recommendations:

In order to meet the requirements of the proposed budget detailed earlier in this report it is recommended that this council raises the Precept to £93,618.00 a total increase of 17.02%.

A precept of **£93,618.00** represents:

A total increase on the 23/24 Precept of	<b>£13,618.00</b>
Overall percentage % Increase	<b>17.02%</b>
Percentage Increase to the average Council taxpayer	<b>13.96%</b>
Actual increase for the average council taxpayer	<b>£18.41 per year</b>
	<b>£1.54 per month</b>
	<b>£0.35 per week</b>

Income	Amount
Forecast Existing funds	60,000.00
Precept	93,618.00
Grants	
CTS Grants	
Others	0
<b>Total</b>	<b>£153, 618.00</b>